

ACCESS for ELLs® Test Administrator Training

The online **ACCESS for ELLs®** Test Administrator Training course, offered through the **University of Wisconsin--Oshkosh Desire2Learn system (UW-OshKosh D2L)**, has been revised and updated for the 2007-2008 testing season (March 3- April 18, 2008 is the Vermont testing window).

Online Training Goals:

- To understand the roles of different participants in conducting ACCESS for ELLs®;
- To provide information and training materials to licensed educators who are authorized to administer ACCESS for ELLs®;
- To provide sample speaking test items and sound files so that educators who will administer ACCESS for ELLs® (and/or the WIDA-ACCESS Placement Test, W-APT) can understand and interpret the Speaking rubrics and can implement and score the speaking test appropriately and accurately;
- To certify through the successful completion of online quizzes that educators who will administer ACCESS for ELLs® are qualified to do so.

Participants' Roles:

In the online training course materials, you will see documents intended for participants performing different roles in the test administration process. The names and roles of these participants include:

State Facilitator -

In Vermont, the State ELL Program Coordinator, Jim McCobb, is the Facilitator responsible for overall coordination of test administration activities within the state. His responsibilities extend to coordinating with WIDA administrators, Metritech, and the Center for Applied Linguistics; scheduling the testing window; enrolling test administrators in the online training course and/or providing alternative means of training; certifying test administrators; and arranging for reporting and dissemination of testing results.

In Vermont, all new Test Coordinators and Test Administrators who want to register for the D2L course should send an E-mail--specifying E-mail address, first name, last name, and 4-digit number to be used in creating an individual D2L username and password for the VT Test Administrator Training--to James.McCobb@state.vt.us.

After registration, you will receive an e-mail from D2L giving you log on instructions. Caution: The sender will appear as Desire2Learn UW Oshkosh [d2l@uwosh.edu]. Check your spam/junk mail folder if you do not receive the e-mail. [Note: The ACCESS for ELLs® TA training username and password is different from the W-APT user name and password].

District Coordinators -

View [Current List of 2007-2008 District ELL Coordinators](#)

ELL Coordinators have ultimate responsibility for receiving, securing, distributing, and returning test materials. They will arrange and schedule test sessions and generally oversee all aspects of test administration, in particular, making sure that test administration is performed by properly trained test administrators. They coordinate distribution of teacher reports and parent/guardian reports.

In addition, District ELL Coordinators make sure that all Test Administrators conducting the ACCESS for ELLs® with English language learners in their district/schools are properly trained, i.e., hold a Vermont teaching license, with the ESL Endorsement. Holders of a provisional license for ESL may also take the Test Administrator training to administer the test.

The Online Test Administrator Training course includes information and resources about the Course Content (Preliminary Workshop Materials, Test Management & Coordination Procedures, Test Administration Procedures, and Workshop Completion).

Although District (ELL) Testing Coordinators are not *required* to complete the same D2L Test Administrator training course as the Test Administrators, their role presumes that they understand the basics:

- purpose and legal requirements for assessing ELLs;
- test coordination and handling procedures (test security);
- training and certification requirements for Test Administrators;
- how to access D2L course materials and assessment training resources.

To access the Course Content, including the 2008 Test Administration Manual, Coordinators need to register for the D2L course (as mentioned above in State Facilitator section).

Test Administrators -

Test Administrators administer parts of the ACCESS for ELLs® for which they have received appropriate training. Test Administrators can be certified to conduct one or more of the following test components: Listening, Reading, and Writing in group administration; Speaking in individual administration; and Kindergarten in individual administration.

Prior to administering the assessments, all *NEW* Test Administrators in Vermont schools (i.e., administering the test for the first time in Spring 2008) must complete the required D2L training and quizzes for each portion of the test that he/she will give and score a minimum of 80% on each quiz as proof of certification for the 2008 test administration.

This year ACCESS for ELLs® Test Administrators who completed the D2L training and scored at least 80% on all quizzes for tests they administered in 2006-2007, are again

required to take and pass the Speaking Quiz. The Speaker Test Training Module is more complex than the training for the other areas, because the Test Administrator scores the test during the administration. This requires the Test Administrator to be comfortable with the scoring rubric for this component, something that requires focused practice with audio samples of speaking test administrations. That is why this section has its own quiz and sound samples to score. WIDA added a dozen new sound files in the Content section of the D2L web site this year, which should provide Test Administrators with additional practice in scoring the Speaking Test.

Those who passed the quizzes for the Group Components Administration (Listening, Reading, and Writing) in 2006-2007 are not *required* (but are still strongly encouraged) to retake them in 2007-2008. ACCESS for ELLs® is a secure, State-mandated assessment that is critical for district, school, and individual assessment, accountability, and programming decisions, and therefore, test administrators need to be thoroughly competent and comfortable administering the test.

Accessing the Online ACCESS for ELLs® Test Administrator Training:

Once you are enrolled as a D2L participant and have your username and password, you can access the site in 2 ways:

- 1) click on www.uwosh.edu/d2l, or;
- 2) the WIDA website <http://www.wida.us/assessment/testAdminTraining.aspx> for links to D2L online training, plus many other assessment and training resources.

Technical Assistance:

Test administrators or District Testing Coordinators who forget their D2L user name and password should contact the WIDA Consortium's **Customer Service** (toll free # 866-276-7735; e-mail help.wida.us; or go to the web site <http://www.wida.us/FAQs/helpform.aspx> to fill out the **Help Form**.

Customer service staff can also assist with:

- D2L Test Administrator Training Quiz information.
- Navigating the D2L or WIDA websites.
- General questions regarding the Consortium, ACCESS for ELLs®, W-APT.
- Content questions regarding the tests and training documents.
- Book orders for the WIDA English Language Proficiency Standards.

Other Resources for ACCESS for ELLs® Training:

In addition to a variety of multimedia training resources, explaining the WIDA assessment system, that can be found at website <http://www.wida.us/assessment/testAdminTraining.aspx>, the State Facilitator now has the **2008 ACCESS for ELLs® Training Toolkit**, produced by the WIDA Consortium and the

Center for Applied Linguistics, as a train-the-trainer package. It is intended for use with educators in WIDA states who are directly responsible for organizing and administering ACCESS for ELLs® and/or the W-APT. The training toolkit CD includes PowerPoint

presentations, Coaching Guide, and supporting documents (with some secure test materials that should not be posted publicly).

If your district is interested in more information about available resources, please contact:

James McCobb
ELL Program Coordinator
Vermont Department of Education
TEL: (802) 828-0185
EMAIL: James.McCobb@state.vt.us

2007-2008 District ELL Coordinators



<i>District</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>	<i>Address</i>	<i>Town/City</i>	<i>Zip Code</i>
Addison Central S.U.	Rebecca Holmes	(802) 382-1793	rholmes@acsu.k12.vt.us	49 Charles Avenue	Middlebury	05753-
Addison Northeast S.U.	Nancy Cornell	(802) 453-3657	ncornell@anesu.org	10 Orchard Terrace Park	Bristol	05443-
Addison Northwest S.U.	Kitty Oxholm	(802) 877-3332	koxholm@anwsu.org	48 Green Street, Ste.1	Vergennes	05491-
Addison Rutland S.U.	Wendy Savery	(802) 265-4905	wsavery@arsu.org	49 Main Street	Fair Haven	05743-
Barre S.U.	Elaine Harrington	(802) 476-5011	eharrshs@u61.net	120 Ayers Street	Barre	05641-
Battenkill Valley S.U.	Nancy Mills	(802) 375-1570	millsn@bvsu.org	530-A East Arlington Road	Arlington	05250-
Bennington Rutland S.U.	Judith Adams	(802) 362-4385	judy.adams@brsu.org	6378 VT Rte. 7A	Sunderland	05250-
Blue Mountain S.D.	Paul Foley	(802) 757-2711	paul.foley@bmuschool.org	2420 Route 302	Wells River	05081-
Burlington S.D.	Lashawn Sells	(802) 865-8494	lsells@bsdvt.org	150 Colchester Avenue	Burlington	05401-
Caledonia Central S.U.	Judy Eklund	(802) 684-3801	jeklund@danvillek12vt.org	Box 216	Danville	05828-
Caledonia North S.U.	David Cobb	(802) 626-3209	dcobb@lyndon-school.org	Lyndon Town School, 2591 Lily Pond Road	Lyndonville	05851-
Chittenden Central S.U.	Linda Keating	(802) 857-7000	lkeating@ejhs.k12.vt.us	21 New England Drive	Essex Junction	05452-
Chittenden East S.U.	Blythe Leonard	(802) 434-2128	blythe.leonard@cesu.k12.vt.us	P.O. Box 282	Richmond	05477-
Chittenden South S.U.	Judith Newman, Ed.D	(802) 383-1213	jnewman@cssu.org	5420 Shelburne Road, Suite 300	Shelburne	05482-
Colchester S.D.	Carrie Lutz	(802) 264-5982	lutzc@csdvt.org	P.O. Box 27	Colchester	05446-
Dresden S.U.	Joanne Roberts	(603) 643-6050	joanne.roberts@valley.net	41 Lebanon Street, Suite 2	Hanover	03755-
Essex Caledonia S.U.	Jill Peck	(802) 695-3373	jillpeck@charterinternet.com	P.O. Box 255	Concord	05824-
Essex North S.U.	Frances Lienau	(802) 266-8910	flienau@canaanschools.org	P.O. Box 100	Canaan	05903-
Essex Town S.D.	Terence Keating	(802) 878-8168	tkeating@etsd.org	58 Founders Road	Essex Junction	05452-
Franklin Central S.U.	Sara Denny	(802) 524-4321	sdenny@franklincsu.org	28 Catherine Street	St. Albans	05478-
Franklin Northeast S.U.	Mary Helen Hart	(802) 848-7661	mhart@fnesu.net	P.O. Box 130	Richford	05476-

2007-2008 District ELL Coordinators



<i>District</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>	<i>Address</i>	<i>Town/City</i>	<i>Zip Code</i>
Franklin Northwest S.U.	Dena St. Amour	(802) 868-4967	dstamour@fnwsu.org	100 Robin Hood Drive, Suite2	Swanton	05488-
Franklin West S.U.	Adrienne Fisher	(802) 849-2283	afisher@franklinwestsu.org	P.O. Box 108	Fairfax	05454-
Grand Isle S.U.	Debby King	(802) 343-6105	debking@gisu.org	5038 US Route 2	North Hero	05474-9401
Hartford S.D.	Julia Haynes	(802) 295-8600	haynesj@hartfordschools.net	73 Highland Avenue	White River Junction	05001-8018
Lamoille North S.U.	Sue Cano	(802) 888-3142	sue@Insu.org	95 Cricket Hill Road	Hyde Park	05655-
Lamoille South S.U.	Karen Sherman Weeks	(802) 888-4541	karen.shermanweeks@morrisville.org	P.O. Box 340	Morrisville	05661-0340
Milton Town S.D.	Dr. Kerry Sewell	(802) 893-3210	ksewell@mtsd-vt.org	42 Herrick Avenue	Milton	05468-
Montpelier S.D.	Martha Tucker	(802) 223-6341	martha@mpsvt.org	58 Barre Street	Montpelier	05602-
Orange East S.U.	Brian Carroll	(802) 222-5216	bcarroll@oesu.org	P.O. Box 396	Bradford	05033-
Orange North S.U.	Karen Woolsey	(802) 433-5818	kwoolsey@onsu.org	111 Brush Hill Road	Williamstown	05679-
Orange Southwest S.U.	Steve Kinney	(802) 728-9844	skinney@orangesw.k12.vt.us	24 Central Street	Randolph	05060-
Orange Windsor S.U.	Cynthia Powers	(802) 763-8840	cpowers@owsu.k12.vt.us	3590 VT Rte. 14	South Royalton	05068-
Orleans Central S.U.	Kathryn Converse	(802) 754-6945	kbizzarro@ocsu.org	P.O. Box 207	Orleans	05860-
Orleans Essex North S.U.	Judith Boucher	(802) 334-5847	yaiyaboucher@yahoo.com	338 Highland Avenue, Suite 4	Newport	05855-
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Rutland South S.U.	Bernard Peatman	(802) 775-1925	bpeatman@rssu.org	P.O. Box 87	North Clarendon	05759-
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<i>District</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>	<i>Address</i>	<i>Town/City</i>	<i>Zip Code</i>
Rutland Windsor S.U.	Joan Frangiose	(802) 228-3738	supportservices@rwsu.org	8 High Street	Ludlow	05149-
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Windham Southwest S.U.	Martin Nadler	(802) 464-1300	mnadler@whitingham.k12.vt.us	211 Route 9 West	Wilmington	05363-
Windsor Central S.U.	Thomas DeBalsi	(802) 457-1213	tdebalsi@wuhsms.org	496-2 Woodstock Road	Woodstock	05091-
Windsor Northwest S.U.	Deb Matthews	(802) 234-5364	spedco@sover.net	P.O. Box 37	Bethel	05032-
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Windsor Southeast S.U.—Weathersfield	Mario Bevacqua	(802) 674-5400	mario_bevacqua@windsor.k12.vt.us	Weathersfield Mid. School, P.O. Box 279	Ascutney	05030-
Windsor Southeast S.U.—West Winds	Cathy Knight	(802) 484-3344	mrsknight@vermontel.net	Albert Bridge School, PO Box 88	Brownsville	05037-
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Windsor Southwest S.U.	Linda Waite	(802) 875-3365	lwaite@wswsu.org	89 VT Rte. 103 South	Chester	05143-
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